



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INSURANCE CLAIMS SPECIALIST

\$5,189 - \$6,307

FIELD EXAMINATION DIVISION

Los Angeles, San Francisco or Sacramento

RESPONSIBILITIES:

Under general direction of the Bureau Chief, the incumbent performs highly skilled evaluation of insurance claim files to ensure insurer's compliance with the California Insurance Code relating to claims practices. The incumbent reviews insurance company claims reserving adequacy and statutory compliance; performs evaluation of insurance company claims controls and operating procedures; plans and directs the work of examiners involved in the review of claim files; provides technical support to Department staff on changes in claims settlement laws; provides support to the Actuaries in conducting reserve analysis; assists in the training of division staff in claims review, and recommends appropriate action when a company's reserves drop below accepted levels.

DESIRABLE QUALIFICATIONS:

- Possess accounting knowledge and experience, and the ability to read and interpret financial statements.
- Have excellent verbal and written communication skills.
- Experience in applying provisions of the law governing insurance companies, related legal opinions and court decisions.
- Ability to analyze situations accurately and adopt an effective course of action.
- Willingness to travel to various insurance companies.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Insurance Claims Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Shari Yamamoto, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor; Sacramento, CA 95814. ***Please indicate "ICS, #359-4417-001" and the location you are interested in working, (LA, SF or Sacto), on the State application.*** For additional information, please call (916) 492-3418.

FINAL FILING DATE: April 23, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit applications to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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